

TOWN OF ARLINGTON
BUILDING MAINTENANCE COMMITTEE

June 13, 2013 – Minutes

Members Present:

Vincent Cerbone
Christine Deshler
Andrew Flanagan
Diane Johnson
Mark Miano
Barbara Thornton

Guests:

Adam Chapdelaine

Business:

1. The meeting was called to order at 5 pm by Andrew Flanagan.
2. Adam Chapdelaine and Andrew Flanagan explained the origins of the committee and its charge.
3. After a discussion as to the organization of the committee, it was moved and seconded that the following individuals be elected to the positions indicated:

Andrew Flanagan	Chair
Diane Johnson	Vice Chair
Christine Deshler	Secretary

The motion carried, unanimously.

4. The committee's next steps were discussed. The committee agreed that its most important task now is to gather information including compiling a detailed inventory of the town's buildings; obtaining past budgetary and expense data; meeting with department heads to determine their particular maintenance needs; and evaluating survey models that could assist the committee. There was a discussion as to what the committee would like to accomplish by the end of the fiscal year.

It was agreed that Diane Johnson would arrange for a demonstration of the "SchoolDude" software at the committee's next meeting.

5. There was a discussion as to the scheduling of future meetings, the members' preference being either morning meetings from 8 am to 9 am, or evening meetings after 5 pm. A suggestion was made to alternate between morning and evening meetings, depending on the expected length of the meeting.
6. It was agreed that the next meeting would be scheduled for Thursday, August 8, 2013 at 5:30 pm.
7. The meeting was thereupon adjourned.

Submitted by Christine Deshler, Secretary.